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28 October 1952

MEMORANDUM FOR: Mr. Wolf

SUBJECT : CIA Presentations Programs

1. Reference is made to Colonel Baird's comments in your Staff Meeting Monday afternoon regarding the attendance at the bimonthly CIA Presentations Programs. You will recall that Colonel Baird expressed concern over the fact that, though the Presentations Programs were quite successful and were very well attended, they were not being attended by the right people, particularly from the operating offices. He urged that if you had the opportunity you discuss this matter with the other two Deputy Directors.

2. Attached are Agency Notice [redacted] on the subject and the previous 25X1A memoranda this Office has received for scheduling purposes. We receive these materials in order that we may carry out our responsibility for scheduling attendance from the various DD/A Offices. You will note that the quota allotted varies as, in the determination of the Office of Training, interest in the substantive material of the particular program varies. Although the DD/A quota has been raised by mutual agreement with Training from 16 to 20, I did determine that for the program tomorrow, 29 October, we would be wise to use something less than our full quota and release the other seats to the DD/P area, in which the greatest concern with the subject "Personnel Procurement" lies.

3. I certainly add my endorsement to Matt's suggestion that top representatives attend. I might observe that within our own offices the top-level attendance has been spotty. This may be a result of the Chief's determination of degree of interest in the particular program for the meeting. There has been, however, usually one representative from the immediate Office of the Chief, which at least insures that the gospel, whatever it may be, gets carried back to the office.

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